

**Information Network of Kansas
Board Meeting
September 4, 2008**

The September 4, 2008 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:02 a.m. on behalf of Chairman Yunk, Vice-Chair Dunham called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, Duncan Friend, Denise Moore, Kathy Sachs, and Dennis Slimmer. Others present were: Jim Hollingsworth, INK Executive Director; Phil Elwood, INK General Counsel; Shane Myers, DiAnna Wages, Michael Cook, and Wayne Dirks, Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.

Consent Agenda

Dunham referred to the Consent Agenda. The following items were on the Consent Agenda:

- Approve June 2008 and July 2008 minutes;
- Approve Contract for Legislative Coordinating Council;
- Approve Contract for Legislative Revisor of Statutes;
- Approve Mini Grant for Kansas Small Business Development Center: Content Management System \$5,000;
- Approve Registration Authority/Local Registration Authority Contract (PKI);
- Approve modification to an existing Contract for Attorney General: Conceal and Carry;
- Approve Contract for Kansas Board of Healing Arts to add electronic check as second method of payment;
- Approve District Court Records Search Contracts for:
 - a) Jackson County
 - b) Trego County
 - c) Franklin County
 - d) Sumner County

Dunham requested removal of the District Court Records Search Contracts.

A motion was made by Slimmer to approve the Consent Agenda as modified for the September 4, 2008 Board Meeting. Seconded by Ahlerich. Motion carried.

Treasurer's Report

Hollingsworth provided the Board with an overview of the INK Financials for the periods ending June 30, 2008 and July 31, 2008.

From the July 2008 report, Hollingsworth noted variances due to the change from fiscal year to calendar year reporting.

At 10:08 a.m. Elwood and Friend joined the meeting.

Hollingsworth provided the Board with an overview of Net Revenue by Entity as Percentage of Net Revenue and Budget by Net Revenue by Entity as Percentage of Net Revenue. Discussion ensued.

A motion was made by Sachs to accept the INK Financials for the periods ending June 30, 2008 and July 31, 2008. Seconded by Slimmer. Motion carried.

Executive Director Report

Hollingsworth provided the Board with the Executive Director Report, requesting any questions or clarifications.

Slimmer requested clarification on the Board of Tax Appeals (BOTA) Tax Management System Project. Hollingsworth noted BOTA was withholding payment until deliverables were provided. Blevins noted his understanding that the project was nearing completion.

A motion was made by Ahlerich to approve the Executive Director Report. Seconded by Sachs. Motion carried.

Hollingsworth provided an update on the Qwest/Getronics 2008 Portal Security Audit, highlighting the difficulty that had occurred throughout the process. The rescan was complete and final audit documentation had been received. A \$1,150 discount on the audit was granted due to customer service issues. Discussion ensued.

Hollingsworth provided an update on the Public Key Infrastructure (PKI), noting documentation and requirements regarding local hosting and federal bridge requirements were being reviewed. Hollingsworth noted this project would provide minimal returns, but would further automate the portal.

Hollingsworth requested the Board table the INK Board website update for the October 2008 meeting. The Board concurred.

Network Manager Report

Myers provided the Board with an overview of the Network Manager Report, requesting any questions or clarifications.

Myers noted the District Courts search tool had reached 99 counties during August 2008.

Myers noted Creative Services and Marketing continued to keep content fresh and up-to-date on Kansas.gov with several scheduled updates during the previous months. A full description of the Site Promotions Strategy will be unveiled to the INK Board during the September 2008 meeting.

Myers noted full migration into the new project management software (DAPTIV) occurred throughout the month of July 2008.

Myers noted Kansas.gov continues to stress the importance of the new Content Management System (CMS), highlighting discussion and a contract with the Kansas Court of Tax Appeals and meeting with KSBDC to discuss the possible implementation of CMS across local KSBDC office sites.

Myers noted efforts with the Kansas Business Center (KBC) continued throughout July and August 2008 with wireframe modifications and enhancements implemented based on feedback from NetWork Kansas, Kansas Department of Agriculture, Kansas Department of Revenue and the Kansas Secretary of State.

Myers noted there were 16 Contract(s) for the Board to review from July and August 2008:

- **Jackson, Trego, Franklin and Gove Counties** request INK assistance for providing a service for online property tax payments. This is a fee service.
- **Sumner County** requests INK assistance for providing an online forms building tool (KanForm) to collect permits online. This is a fee service.

- **Leavenworth, Sherman, Wabaunsee, Sheridan, Wallace, Logan, Cheyenne, Thomas, and Rawlins Counties** request INK assistance for providing a transaction fee-based service for online district court searches.
- **The Kansas Department of Health and Environment (KDHE)** requests INK assistance in collecting fee-based transactions for nurse aide test applications. The KanPay system will be integrated into the KDHE application.
- **The Kansas Court of Tax Appeals (COTA)** requests INK assistance for providing a Content Management System (CMS) for the creation of their website. This is a fee service.

Friend requested clarification regarding the contract template. Hollingsworth noted the contracts were template-driven, and unless specifically requested, these contracts were not reviewed by INK Counsel.

Sachs requested a template be developed and reviewed for all like contracts including items such as fees etc.

Dunham noted a procedure should be in place for INK Counsel to review the template contract currently used and all contracts when changes to the template were evident.

A motion was made by Slimmer to approve all Contracts between INK and the previously listed entities. Seconded by Blevins. Motion carried.

Myers provided a presentation on the Kansas.gov Marketing Plan and Site Promotions. Discussion ensued.

Grants Committee Report

Hollingsworth provided the Board with the Grants Committee Report, noting the Committee had met and discussed the two grants received: Educational Communications Center (ECC) and the joint effort of the Kansas Criminal Justice Information Systems (KCJIS) and Traffic Records Coordinating Committee (TRCC). Hollingsworth noted KCJIS/TRCC had withdrawn their application, and the ECC had answered all additional questions posed by the Grants Committee. The Committee recommends the Board fund the ECC project at a level of \$148,950. (The ECC grant request was for \$148,950 to upgrade their satellite uplink from analog to digital. Beginning in February 2009 all television signals are required to be in digital format. This grant would enhance communication capabilities for Kansas education entities, KDHE, Kansas Bar Association, EPA, and commercial and local TV stations, with the ability to reach nearly 2.5 million viewers. The grant would replace obsolete equipment and provide an integral component to provide town hall meetings and legislative briefings.) Discussion ensued.

A motion was made by Ahlerich to approve the ECC grant proposal at a level of \$148,950. Seconded by Blevins. Motion carried.

2009 Business Plan

Hollingsworth provided the Board with an update regarding the 2009 Business Plan, outlining the process and providing additional materials, including the strategic plan, measures, and other relevant documents. Discussion ensued. Items discussed included the need to involve the agency business partners in the business planning development process. Components that may make the plan more integrated specifically discussed included the outline, the measurement and review process, the Kansas Statewide Information Management Plan, The Kansas INC. Economic Development Plan, The Kansas GIS strategic plan, and the Information Network of Kansas, INC, Strategic E-Governance Plan for 2007-2009.

Executive Session

At 11:22 a.m. Slimmer moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of consulting with Counsel to discuss contract issues related to the attorney-client privilege and to discuss personnel matters of non-elected personnel, with Hollingsworth and Elwood attending the session. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 11:32 p.m., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Sachs. Motion carried.

At 11:32 p.m. the INK Board came out of Executive Session.

A motion was made by Slimmer that read

The INK Board does now authorize the provisions to be added to the INK Board Executive Director contract by the INK Council to the Executive Director contract for approval of provisions to allow for telecommuting where appropriate and a compensation increase of 2.5% to be retroactive to the June 14th 2008 first pay period in the State 2009 fiscal year. Seconded by Sachs. Motion carried

At 11:36 a.m. Sachs moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of consulting with Counsel to discuss contract issues related to the attorney-client privilege and to discuss personnel matters of non-elected personnel, with Hollingsworth and Elwood attending the session. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 12:00 p.m., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Ahlerich. Motion carried.

At 12:00 p.m. the INK Board came out of Executive Session.

At 12:03 p.m. Sachs moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of consulting with Counsel to discuss contract issues related to the attorney-client privilege and to discuss personnel matters of non-elected personnel, with Hollingsworth and Elwood attending the session. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 12:18 p.m., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Ahlerich. Motion carried.

At 12:15 p.m. the INK Board came out of Executive Session.

A motion was made by Blevins that read

The INK Board does now authorize the INK Council and the INK Executive Director to complete the negotiations of the Network Manager contract with direction given and to submit the final contract to the INK Board Executive Committee for approval within two week form September 4th, 2008. The INK Board authorizes the INK Executive Committee to take binding action. The results are to be reported to the INK Board at the next regularly scheduled INK Board meeting. Seconded by Slimmer. Motion carried

A discussion ensued about the statewide appointments to the INK Board and the appointment of Cynthia Dunham to the INK Board being up on September 2008. Phil Elwood INK Council will check on Dunham staying on with the INK Board as a member in good standing while KBA nominates three names to replace the position in the INK Board membership.

The INK Board Executive Committee is to discuss the replacement on the INK Board for Tom Winters.

The INK Board requested that Tom Winters be honored as a long time contributor and outstanding member of the INK Board of Directors.

Adjourn

With no further business, at 12:25pm, Dunham requested a motion to adjourn the meeting. A motion was made by Ahlerich to adjourn the meeting. Seconded by Slimmer. Motion carried.

Respectfully submitted

Respectfully submitted by Timothy R. Blevins on behalf of

A handwritten signature in cursive script, appearing to read "Joan Wagnon".

Joan Wagnon
Secretary